

**IN-DISTRICT SPECIAL EDUCATION PERMISSIVE LEVY
TUITION CALCULATOR CHECKLIST FY17 BUDGET**
[Permissive Tuition Levy Calculator](#)

The checklists below outline the steps for using the calculator to calculate the district's levy.

FY17 Levy Requested

- ✓ If the district requested a levy in FY17 based on an *estimate* of cost for the 16-17 school year, calculate the final levy amount based on *actual* cost:
 - Open the new tuition levy calculator (link above);
 - Enter the district's LE number;
 - Enter the actual cost in year 2017 for the appropriate school/grade, by student;
 - Compare the *actual* levy amount to the *estimated* levy amount for the budget;
 - If the levy amount is HIGHER, the district may levy the additional funds in the FY18 budget; *OR*
 - If the levy amount is LOWER, the district must reduce the FY18 levy by the amount of the difference.

NOTE: The adjustments in the levy amount are made based on the overall levy requested.

Example: If "Jane" is enrolled in the 16-17 year and the district requests a levy of \$10,000 to cover SPED expenditures, but the adjusted levy shows only \$9,000 should have been levied, the OVERALL levy for FY18 is lowered by \$1,000 – even if "Jane" is no longer enrolled in the district.

FY 18 Levy Requested

- ✓ If the district requests a levy for FY18 based on an *estimate* of cost for the 17-18 school year, calculate an estimated levy amount using the calculator:
 - Open the new tuition levy calculator (link above);
 - Enter the district's LE number;
 - Enter the estimated cost in year 2018 for the appropriate school/grade, by student;
 - The estimated levy is calculated for the student;
 - The actual levy amount is calculated in FY19 and adjustments made, if necessary.
- ✓ If the district requests a levy for FY18 based on actual cost for the 16-17 school year, calculate the actual levy amount using the calculator:
 - Open the new tuition levy calculator (link above);
 - Enter the district's LE number;
 - Enter the actual cost in year 2017 for the appropriate school/grade, by student;
 - The actual levy is calculated for the student.

NOTE: When requesting a FY18 tuition levy, adjust the total amount levied to reflect changes in levy amounts requested in FY17 (if appropriate).